

DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION DESIRES TO ENGAGE MULTIPLE TEAMS OF QUALIFIED PRIVATE CONSULTING FIRMS FOR THE PURPOSE OF PROVIDING SUPPORT TO MULTIPLE RAIL DIVISION AND RELATED TRANSPORTATION PROGRAMS, PROJECTS AND ACTIVITIES INCLUDING BUT NOT LIMITED TO PASSENGER TRAIN SERVICES, RAIL SAFETY AND CAPACITY PROJECTS AND INITIATIVES SUCH AS THE PIEDMONT IMPROVEMENT PROGRAM, SOUTHEAST HIGH SPEED RAIL, BE RAIL SAFE, FREIGHT AND PASSENGER IMPROVEMENT PROJECTS AND COMPREHENSIVE PLANNING EFFORTS.

The primary and/or subconsultant firm(s) shall be Prequalified to perform services for the Rail Division's Engineering Coordination & Safety Branch for the below referenced work. Preference will be given to teams prequalified in all or most of the following work codes:

**00035 - COMMUNITY AND STAKEHOLDER INVOLVEMENT
00038 - CONFLICT/DISPUTE RESOLUTION
00039 - CONSENSUS BUILDING
00072 - FACILITATION TRAINING
00079 - GENERAL MEETING FACILITATION
00165 - PROBLEM SOLVING FACILITATION
00171 - PUBLIC INVOLVEMENT
00234 - STUDIES OF ECONOMIC AND FISCAL IMPACT OF RAIL RELATED ACTIVITIES
00308 - LIMITED ENGLISH PROFICIENCY (LEP)**

RAIL CONSULTING AND FACILITATION SERVICES

The work consists of providing professional consulting and facilitation services to the Department.

- The Consultant shall participate in Rail Division project and program executive team meetings as requested.
- The Consultant shall coordinate and track community and stakeholder issues related to Be Rail Safe, the Piedmont Improvement Program, the Charlotte Railroad Improvement and Safety Program, and other rail services, projects and initiatives in coordination with the Department's Communications Office as tasked.
- The Consultant shall maintain frequent contact with corridor partners, local governments, and state officials and any related private stakeholders or associations.
- The Consultant shall assist in developing regional partnerships.
- The Consultant shall manage and facilitate regional and special meetings.
- The Consultant shall attend local forums and government meetings on behalf of the Department.
- The Consultant shall assist public outreach support.
- Consultant shall assist with customer service support and project initiative management.

- The Consultant shall assist with the following technical support for rail services, projects and initiatives in coordination with the Department's Communications Office as tasked:
 - Marketing
 - Graphics and publication development
 - Multi-media advertisement buys
 - Web site development and maintenance
 - Social media support
 - Presentation development support.

This will be an open-ended contract. The method of payment will be on a cost plus fixed fee or lump sum basis. The work will be performed throughout the State and will be identified on an as-needed basis. The duration of the contract will be four years.

The project management will be joint oversight from the Rail Division and Communications Office.

Except as provided below any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms which are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Many of the services being solicited will not require a license. It is the responsibility of each firm to adhere to all the laws of the State of North Carolina.

The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior** to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest for this project will be based on the following considerations and their respective weights:

1. The evaluation of the performance on any previous contracts with the North Carolina Department of Transportation and; 50%
2. The firms' experience and staff (including subconsultants) to perform the type of work required. 50%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A PROFESSIONAL SERVICES MANAGEMENT UNIT LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED. Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, DocuDesk, deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system as a .pdf file: psmu-411@ncdot.gov . The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. Paper copies are not required. The subject line should contain the PEF's Name, and "LOI for Rail Facilitation and Marketing Services".

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager, Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on directory;
- Date of most recent professional services firm prequalification;
- Statement regarding firms possible conflict of interest for the work; and
- Summation of information contained in the letter of interest **including an email address and telephone number for the firm's contact person.**

Section II - Evaluation Factors

This section is limited to seven (7) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/subconsultants qualifications and experience as related to this project;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years;
- Understanding of approach; and
- Any innovative approaches to be used;

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Section III - Supportive Information

This section is limited to six (6) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.
This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Private consulting firms are invited to have letters of interest for furnishing rail facilitation and marketing services FTS-ed to the Professional Services Management Unit by **12:00 p.m. on July 9, 2013**. Letters of interest received after this deadline will not be considered.

Advertised June 15, 2013

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet **ALL** of these requirements or if they are sent by any other means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.

The e-mail address is:

psmu-411@ncdot.gov

Any questions concerning the advertisement or the scope of work should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

The firm(s) selected will be notified by **July 24, 2013**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at <https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx> by **July 26, 2013**.